

**TOWN OF MANSFIELD**  
**DEPARTMENT OF HUMAN SERVICES**



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December 30, 2013

**Re: FY2014/2015 Agency Grant Application**

The Town of Mansfield has officially begun the FY 2014/15 budget process. As part of the process, the Town has formalized its procedure for agency grant applications. If you would like an electronic copy for your convenience, please e-mail me at the below address. In order to be considered for grant funding, your agency must be a non-profit human service organization that services Mansfield clients. **Hard copy requests with all required documentation must be submitted by 4:00 p.m. on January 22, 2014** to:

Pat Schneider, Director of Human Services  
Mansfield Human Services Department  
4 South Eagleville Road  
Mansfield, CT 06238-2599

Please be sure to include the following required attachments:

1. 2014-2015 Agency Grant Application (enclosed)
2. List of Board of Directors
3. Most recent annual report
4. Most recent financial audit
5. Current organizational Budget Summary identifying revenues, highlighting all municipal funding.
6. IRS 501 (c)(3) ruling letter.

Reapplication is required annually and, after review, recommendations for funding will be presented during the annual budget process. Applicant agencies may receive full funding, partial funding or no funding based on the outcome of the review and the Town's budget process.

If you have any questions or concerns do not hesitate to contact me.

Sincerely,

Patricia R. Schneider, L.C.S.W.  
Director of Human Services  
(860) 429-3314  
[patricia.schneider@mansfieldct.org](mailto:patricia.schneider@mansfieldct.org)

[Press Release](#)